

STATE LIBRARY OF MASSACHUSETTS

ANNUAL REPORT

FOR

FISCAL YEAR 1986

JULY 1985 - JUNE 1986

Annual Report of the Board of Trustees

To the Governor and to the Honorable Senate and House of Representatives in
General Court assembled:

The Trustees of the State Library make this their seventy-sixth annual report for the
fiscal year ending June 30, 1986, under provisions of Chapter 5, Section 37, of the
General Laws (Tercentenary Edition).

Trustees of the State Library
July 1, 1985-June 30, 1986

By Virtue of State Office Held:

William M. Bulger
President of the Senate
Designee: John Cronin

George Keverian
Speaker of the House of
Representatives
Designee: Representative Marie J. Parente

Michael Joseph Connolly
The State Secretary
Designee: Dr. Albert H. Whitaker, Jr.

Appointed by the Governor:

Date of appointment

Frances Faletra
87 Ardale Street, Roslindale, MA 02131

January 14, 1982

E. William Johnson
John F. Kennedy Library, Boston, MA 02125

November 30, 1981

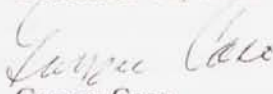
I. Albert Matkov
23 Douglas Road, Belmont, MA 02178

October 12, 1983

Virginia B. Bernard
119 Winona Avenue, Haverhill, MA 01830

December 16, 1982

E. William Johnson
Chairperson


Gasper Caso
State Librarian

ANNUAL REPORT OF THE STATE LIBRARIAN

July 1, 1985 - June 30, 1986

The State Library celebrated its 160th anniversary during this fiscal year. A ceremony was held in Nurses' Hall on April 11, 1986 for invited guests, including members of the General Court, public and academic library directors, library associations, historical societies, state officials, and other friends of the Library. Remarks were given by Governor Michael S. Dukakis, Secretary of State Michael J. Connolly, Senate President William M. Bulger and Speaker of the House George Keverian; the main address was given by Chief Justice Edward F. Hennessey. A reception followed in the Library itself, where treasures from the Library's Special Collections were on display for guests to view. A booklet, The State Library of Massachusetts, 1826-1986, compiled by library staff, was given to guests to mark the occasion. The celebration was a great success and thanks should be given to all of the staff members who worked hard to make this a festive and enjoyable day.

The move of the State Archives to its new facility at Columbia Point took place in April, 1986. The Archives staff had shared a reading room with the Library's Special Collections Department; Library staff will now be maintaining that room alone. The Bradford manuscript was borrowed for the opening ceremony at the Archives building, held on November 19, 1985. The manuscript went to the Commonwealth Museum on May 16, 1986, to form the centerpiece exhibit there for the next two years. The Library has also expressed its interest in acquiring the Vault storage space being vacated by the Archives, as our valuable collections are growing and our present Vault has reached its capacity.

Planning for renovations to the State House continued this year, with Library staff preparing a proposal for a study of space needs for the State Library. This proposal called for a careful study of the Library's current collection and future growth, its facilities for serving its users and housing its staff in an efficient and comfortable space, and the need for flexibility to meet future changes and growth.

A statewide reclassification of positions in the librarian and library technician categories occurred this year. Several positions within the Library, including Librarian, Library Reference Assistant, Legislative Reference Assistant, and Librarian I, were all merged into the Librarian I classification, Grade 16. Library technicians were assigned to Grade 14. A thorough review of the job descriptions of each employee was undertaken by the Library administration to assure that each employee's duties were appropriate to that employee's job classification. In a separate action, employees received a grade increase due to negotiations around the issue of comparable worth as it related to library positions within the employees' union.

Computerization of library functions continued during the year, with a computer terminal showing the status of bills in the Legislature installed at the Reference Desk in February, 1986. Access to the Library's federal document collection was also made easier by the acquisition of a microfilm catalog listing documents from 1976 to date; patrons can check the catalog for author, subject or title

of the documents they need. Technical Services staff also explored options for an automated serial control system and looked into possibilities for retrospective conversion of library records; these efforts are hampered by lack of money to undertake such projects.

Our collection of materials for legislative research was enhanced by the addition of the audiotapes of the sessions of the House of Representatives. In an agreement with the House Speaker, the Library will become the repository for tapes of all of the formal sessions which are now shown on public broadcasting's Channel 44. A subject index to legislative documents from 1882-1899 was compiled by a library intern, filling a gap in subject access to that important collection. A guide to sources in Massachusetts legal history was prepared by two library staff members in conjunction with the Annual Meeting of the American Association of Law Librarians. Congressional Information Service, a publisher of government and legal information, began exploring the possibility of filming the Library's extensive collection of legislative documents and journals for the fifty states; a marketing survey will be undertaken by CIS to learn how much interest exists among research libraries for this kind of publication.

The staff of the Library was able to avail itself of several courses offered by the Bureau of Human Resource Development. Courses in management principles and practices were taken by several library managers; librarians and clerical support staff also took various courses relevant to their work. In preparation for its 160th anniversary celebration, new carpeting was installed in the main reading room and administrative offices of the Library and sections of the balcony and main reading room were painted.

Several staff members were hired or promoted during the year. Jennifer Nason was hired in November, 1985, as a Library Reference Assistant with responsibilities in government documents; Lisa Arm was hired in December, 1985 as the Serials Librarian; and Patricia Hewitt was hired in March, 1986, as a Library Reference Assistant. Patricia Redd, a student at the Simmons College Graduate School of Library and Information Science, was hired for a part-time reference position in February, 1986. Mary Ann Neary was promoted to Director of Acquisitions in October, 1985; Kimberly Seitter and Christina Coolidge were promoted to Librarian II and Librarian I respectively. Donna Ferullo and Sam Crisafulli resigned in August, 1985, Christina Coolidge in January, 1986 and Kelly McCausland in March, 1986.

Two deaths saddened the library year. We learned of the death on November 23, 1985, of former State Librarian A. Hunter Rineer, Jr.; Mr. Rineer had been State Librarian from 1973 to 1980. His service to the Library in the areas of staff and collection development had greatly strengthened the Library and positioned it to enter more easily an era of increasing technological change. The sudden death on May 14, 1986 of Kimberly Seitter, Public Services Librarian, at age twenty-nine shocked and saddened her colleagues and friends. She will be remembered not only for the fine service she provided on behalf of the Library but also for her warmth and humor and her love of life. Her loss was deeply felt by all of us. The Pride in Performance award, given to the employee in each agency who best exemplifies excellence in public service, was awarded posthumously to Ms. Seitter in October.

As we look ahead to fiscal year 1987, we will strive to fulfill our goals in efficiency, productivity, good management and innovation so that we can better serve our users. We have asked for additional funds to begin a project to automate our catalog of holdings; the Library's services would be greatly enhanced through such a project by improved ability to access our collection, better bibliographic control of our holdings, and the opening of our collection to off-site users.

Special Collections Department

The planning which had been done in anticipation of the move of the State Archives to its new facility at Columbia Point came to fruition during this fiscal year. Since March, 1986, the Special Collections Department has had its own reading room and additional vault space freed by the departure of the Archives from the State House. Room 55, the department's reading room, was cleaned and painted and some heavily used materials were moved there for immediate patron access. All materials must now be used in the reading room; patron access to the stacks housing the city directories is no longer allowed. Although staffing the reading room sometimes requires a bit of juggling, the resulting independence and higher visibility for the department makes these difficulties worthwhile.

To help improve environmental conditions in the Library's Vault, de-humidifying equipment was rented for the summer months of 1985. Money was obtained in the fiscal year 1986 budget to purchase this equipment, as well as a hygrothermograph to record accurately the temperature and humidity levels in the Vault. Although the de-humidifiers do not provide a permanent solution to the problems of fluctuating humidity levels which are so damaging to Library materials, they do offer some short-term improvements. Security in the Vault is also a concern. The Library became solely responsible for the Vault alarm system with the Archives move, and planning has begun to upgrade and modernize the equipment now in operation there.

Arrangement and cataloging of its materials is a priority in the Special Collections Department. This effort has been enhanced by the reorganization of the Technical Services Department and the provision of a cataloger for a few hours a week whose assignment is to catalog Special Collections materials. This year, cataloging was completed for a collection of law materials dating from the 1600's to the 1800's. A collection of Sanborn fire insurance maps received from the Vermont Historical Society was cataloged as well.

The Library's participation in the North American Imprint Program and the Eighteenth Century Short Title Catalog project came to an end with the submission of the last entries in November, 1985. Both of these programs seek to create machine-readable databases of records of materials printed before 1800 in Great Britain and North America. Some 1550 entries for State Library materials have been reported to these two projects. Manuscript finding aids continue to be sent for inclusion to the National Inventory of Documentary Sources in the United States.

Considerable time was spent this year preparing for the celebration of the Library's 160th anniversary in April, 1986. Many of the Library's greatest treasures, including William Bradford's manuscript, Of Plimoth Plantation, were on display during the celebration. Also displayed were a volume of the Library's set of Audubon's Birds of America, and prints, photographs, books and pamphlets from the Library's Special Collections.

As plans began for the commemoration of the Bicentennial of the United States Constitution in 1987, the Special Collections staff worked to involve the Library in

these activities. A bibliography of State Library holdings concerning the Constitution was prepared, and plans were made with the Governor's Advisory Commission to Commemorate the Bicentennial of the U.S. Constitution for the Library to be the recipient of materials which will be produced around the state to mark this event.

The activities of the Special Collections Librarian were somewhat limited during this fiscal year by her six-month leave of absence to join her husband in Germany. The work of Special Collections staff members Mary Micarelli and Marc Widdershien during this time kept the Department progressing steadily. Kim Seitter served as acting supervisor and did an outstanding job of managing the department, including planning for the move of the Archives and for the display which celebrated the Library's anniversary. Her interest in and enthusiasm for Special Collections helped very much, and her untimely death in May, 1986, was a great loss to the department as well as to the Library as a whole.

The Special Collections librarian continues to represent the Library on the Preservation Committee of the Boston Library Consortium. She was a participant at the Annual Conference of the Massachusetts Library Association in May, speaking before the Local History and Genealogy Section on organizing and managing a map collection. In June, members of the Map and Geography Division of the Special Libraries Association, whose annual conference was held in Boston, visited the Library. The Special Collections Librarian gave a talk to the members on the Library's map holdings, with particular emphasis on those maps in the collection which are important in the history of map-making and the mapping of the Commonwealth.

As the year ends, planning continues to enhance the services of the department to its users and to introduce new users to the rich and varied collections which the Library holds. We will also strive to improve the physical environment for our materials and the way in which they are housed and treated.

Technical Services Department

Automation of various library functions was a major activity of the Technical Services Department during this fiscal year. The staff explored options for an automated serials system and viewed Microlinx, a system from the Faxon Company. This project had to be delayed due to lack of money for such a system in this year's budget. The staff continued to input the Library's serial holdings into the Boston Library Consortium's Union List of Serials and eliminated a backlog of records awaiting input. Software supplied by the Faxon Company allowed quick and easy access to the system and improved communication problems and response time. The staff also learned various software programs for the Library's personal computers, including Wordstar and Lotus 1-2-3. Wordstar was used to create in-house job descriptions, forms and letters, and Lotus files were created to monitor spending for library materials and to compile periodical desk and cataloging statistics. Several lists were created which helped the staff to use the serials collection better and to assess it for retention and replacement with microfilm.

With the arrival of the new serials librarian, various changes were made in the distribution of responsibilities in the department in order to centralize functions. Responsibility for supervision of staff at the Library's periodical desk was transferred to the Serials Librarian. All cataloging functions were centralized and performed by the two catalogers and one library technician; responsibility for cataloging of serials was transferred from the serials librarian to the cataloging section. Special Collections cataloging was also done in the cataloging department. Acquisition of monographs became a responsibility of the serials department so that all acquisitions, both serials and monographs, would be handled centrally. The Head of Technical Services met weekly with the cataloging staff to discuss issues and keep them abreast of changes in cataloging rules and procedures. A cataloging manual was compiled to codify these changes. A workbook was also created on using the computers, with suggestions for problem-solving and helpful shortcuts for their use.

A large project was undertaken in serials to verify and update serial records files so that the Library's records would accurately reflect its holdings. The Periodical Room was weeded of many old and discontinued titles in an effort to conserve space and update the collection. A study was also begun by the serials librarian to determine the subject content of the periodical collection in an effort to make the collection more relevant to the needs of Library users. Sample titles in needed subject areas were obtained and routed to the book selection committee for comments on selection. An attempt was made to centralize the ordering of the Library's periodicals by using only one vendor, EBSCO, and titles were transferred from direct order to order through EBSCO. The Legislative Exchange program continued, with the Library mailing out 17 titles (560 volumes) to other libraries; in an agreement with the State Bookstore, the Bookstore mailed out 12 titles as part of the exchange.

Technical Services staff members were active in several Boston Library Consortium committees, including the Cataloging, Automation and Union List Committees. Programs on preservation and managing technological change, sponsored by the Consortium, also were attended by staff of the Department.

As the new fiscal year begins, funding will again be sought to purchase a serials control system and to begin retrospective conversion of sections of the Library's holdings. Additional ways to computerize library functions will be explored, and ways to make the Technical Services work area more comfortable and efficient will be sought. The reorganization of the department this year into a cataloging section and a serial/monograph acquisition and serial management section will be analyzed to ascertain its benefit to the Library as a whole.

Statistical Report

Use Statistics

| | |
|---|--------|
| Number of information/reference requests, all departments | 42,001 |
| Number of materials used | 12,506 |
| Number of materials circulated | 3,047 |

Interlibrary loan

| | |
|---|-------|
| Materials loaned by State Library | 562 |
| Photocopied pages supplied by State Library | 4,511 |
| Materials borrowed by State Library | 303 |

Technical Services/Cataloging

| | |
|---------------------------|-------|
| Number of items cataloged | 1,686 |
|---------------------------|-------|

Library Collections

| | |
|--------------------------------------|-------|
| Number of federal documents received | 7,915 |
| Number of state documents received | 990 |

| | |
|---|-----------|
| Total number of materials in Library as of June 30, 1986 (All formats) | 1,111,212 |
|---|-----------|

